

United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service

Administrative Notice

APHIS 03-1

1/15/03

CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT
FOR COMPETITIVE SOURCING/A-76 STUDIES
WITHIN THE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

All employees participating in a competitive sourcing/A-76 study in any capacity must complete a conflict of interest and non-disclosure agreement (see Attachment 1).

If you have any questions concerning this Notice contact the Office of the Deputy Administrator, Marketing and Regulatory Programs Business Services at 301-734-7742.

This Notice can be accessed on the Internet at www.aphis.usda.gov/library.

/s/

Joanne Munno
Associate Deputy Administrator
MRP Business Services

Attachment

**ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
COMPETITIVE SOURCING/ A-76 STUDY
CONFLICT OF INTEREST AND NON-DISCLOSURE AGREEMENT**

1. Definitions.

- Person: This includes Government employees, business organizations, other entities, and the employees thereof.
- Covered information: This includes, but is not limited to, Source Selection Information as defined under FAR 3.104; any aspects of the Management Plan, the Most Efficient Organization or "MEO," any acquisition/procurement strategy, source selection, or evaluation plan; the cost estimate for Government performance; the identity and number of contractors or Government personnel involved; the schedule of key technical and procurement events in the source selection process; and any other information considered or marked as proprietary, source selection sensitive, or competition sensitive.

2. Certifications.

- Non-Disclosure. As a condition of receiving access to covered information, I will not discuss with, disclose, release, reproduce, or otherwise provide or make available covered information, or any part thereof, to anyone unless and until such person has executed a copy of an individual non-disclosure agreement like this one, or has been granted specific access by the cognizant contracting officer or by the Mission Area/Agency senior leader. Furthermore, I agree to safeguard the covered information and use it solely to accomplish duties related to this competitive sourcing/A-76 competition.
- Reporting. In the event that I disclose any covered information, I will notify the contracting officer immediately. Similarly, I will notify the contracting officer of any other person's actual or suspected unauthorized use, disclosure, release, or reproduction of covered information of which I am now, or may become aware. Those notifications will identify the person(s) to whom the information was divulged and the content of the divulged information.
- Conflicts of Interest. I will report to the contracting officer all employment contacts and financial interests that I, or a member of my family or household, have with a person or business entity that is a potential source to perform, either as a prime or subcontractor, any portion of the function being studied.

I understand that the confidentiality observed by participants concerning competitive sourcing/ A-76 study activities and procedures is a significant factor in the proper completion of such studies, and that failure to comply with this agreement may compromise the study. I acknowledge that failure to adhere to the certifications in paragraph 2 may result in the termination of my participation in the competitive sourcing/A-76 competition and possible initiation of criminal, civil, and/or administrative action. I further understand that my obligations under paragraph 2 continue after completion of my involvement in the study and/or after my employment with the Government.

Date: _____ **Signature:** _____

Printed Name: _____ **Office Symbol:** _____

Position/Organization: _____